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Correspondence Courses

1971 - 1972

ONTARIO DEPARTMENT OF EDUCATION

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Correspondence Courses

1971-1972

ONTARIO DEPARTMENT OF EDUCATION

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ONTARIO DEPARTMENT OF EDUCATION

CORRESPONDENCE COURSES BRANCH, 1152 BAY STREET, TORONTO 181

Director/F. Hogg

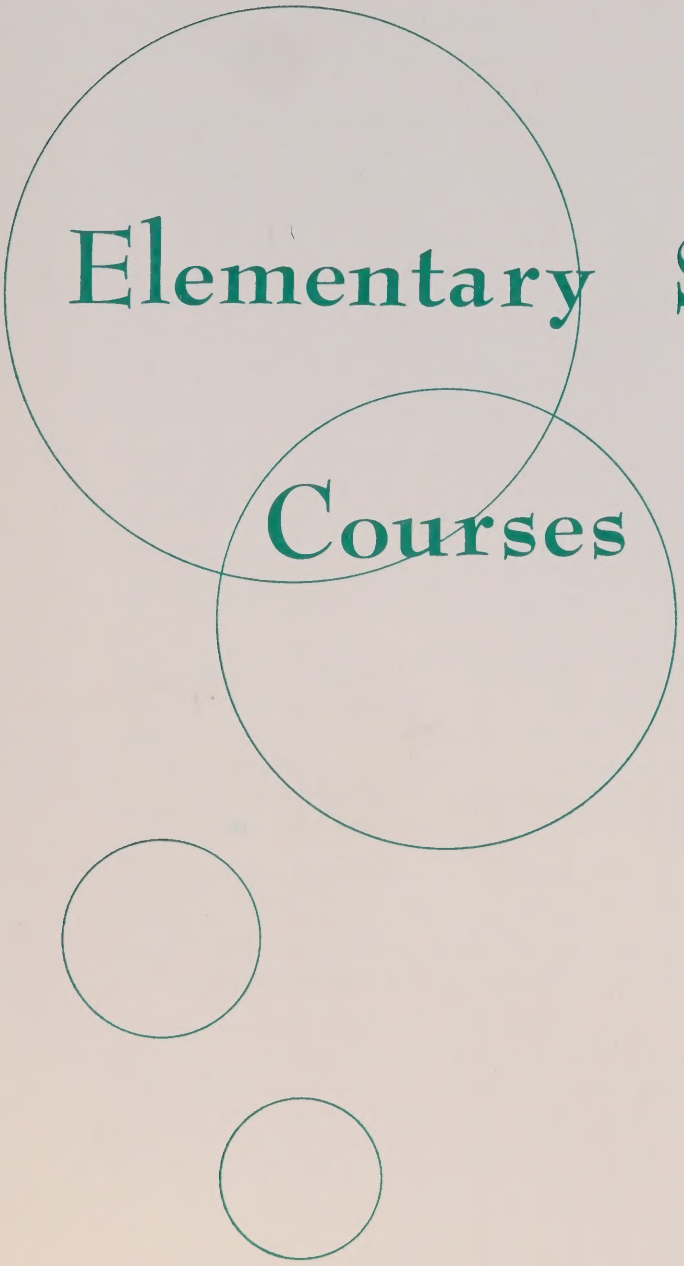
Assistant Director/J.F. Rees
Registrar/J.E. Hall
Registration Supervisor/W.A. Redekop
Business Administration Officer/C.M. Reside

Elementary School Courses
Miss. E. M. Froud/Elementary School Adviser

Secondary School Program Superintendents
B.F. Ahrens/Mathematics
A.H. Carter/Science
Mrs. M.O. Carter/Latin and Classical Studies
Mrs. F. Deciry/Français
P.E. DeSadeleer/Business and Commerce
Mrs. D.E. Ferguson/Business and Commerce
Miss A.C.N. Hall/French
J.R. Levitt/Mathematics
F.B. MacMillan/Mathematics
N.C. McKinnon/History
D.J. MacLean/Technical Subjects
P.B. McLeod/English
Mrs. H.I. McSherry/Science
Mrs. G.M. Moore/English
W.W. O'Rourke/English
G.A. Purdy/Business and Commerce
B.E. Robertson/Science
Miss D.P. Rogers/History
G.M. Seary/Arts
D.A.R. Tolton/Social Sciences
J.H. Walker/Geography

Telephones
General Inquiries/365-2657
Director and Assistant Director/365-4587
Registrar/365-2657
Secondary School Program Superintendents
Mathematics, Science, Commercial, Technical/365-7326
English, other languages, History, Geography, Social Sciences, Arts/365-6448
Elementary School Courses/365-7456
Business Administration/365-6524
Test Arrangements/365-7321

Elementary School Courses



ELEMENTARY SCHOOL CORRESPONDENCE COURSES

Elementary School Correspondence Courses for Children Under Sixteen Years of Age

Elementary school correspondence courses in Grades 1 to 8 are available for children who are unable to attend school. They are offered in English for English-speaking students, and in French and English for French-speaking students.

A child living in Ontario who is six years of age or over, and under the age of sixteen, and who is unable to attend school for a period of three months or more, may be enrolled. A child normally resident in Ontario, but living temporarily outside Canada and unable to attend a school in which the Ontario curriculum is taught, may be enrolled. Since enrolment of a child living outside Canada cannot be continued indefinitely, eligibility for enrolment will be reconsidered when a request is made for lessons for a new grade. Absence for a period longer than three years can rarely be regarded as temporary absence from the province and used as a reason for continued enrolment.

A child may begin a course at any time of the school year. If he is in good health, he should spend as much time on his studies each day as he would if he were attending school. By so doing, he will be able to keep up with the daily assignments and complete the work of a whole grade in a year. When he completes the grade satisfactorily, he earns a certificate of promotion. Pupils living in Ontario are expected to take a vacation in July and August as they would if attending school.

Parents wishing to apply for elementary school enrolment for a child under sixteen years of age should complete Form A and return it, together with the child's last school report and either a doctor's certificate if the child is not well enough to attend school, or a recommendation for enrolment from the local Area Superintendent of Schools if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the probable duration of the child's absence from school. No certificate or recommendation is required for children going overseas.

There is no fee for any of the elementary school courses. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils, and stamped envelopes for mailing lessons are provided for pupils living in Canada. Textbooks are lent free of charge. Pupils must return the books in good condition when they either complete or discontinue the courses for which the books have been lent.

A parent applying for a correspondence course for a child temporarily resident outside Canada must give the name and address of a person in Ontario who will act as liaison and assume the responsibility of forwarding books and lessons. All material from this office is addressed to the liaison. Applicants should instruct the liaison to re-wrap it, print on it the pupil's foreign address and his own return address, prepare a Customs Declaration, and pay sufficient postage to carry the material to its foreign destination.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays to and from distant locations may take a good deal of the value from teachers' comments and corrections, children gain a certain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. It is particularly important that students in Grades 7 and 8 submit their completed lessons for correction. Parents should note that any lesson sent in for marking must contain all assignments in every subject.

Elementary School Correspondence Courses for Persons Sixteen Years of Age or Over

Free correspondence courses in English and Mathematics at the senior elementary school level are offered for persons sixteen years of age or over. These courses are designated as English E82 and Mathematics M80. A student may begin either course at any time of the year.

English E82 is a basic course in English grammar and composition, and covers approximately the work of Grades 7 and 8. The course makes use of a variety of textbooks, including a speller, selected novels and language workbooks. Vocabulary study through the use of a dictionary is emphasized. Completion of this course qualifies a student to enrol in secondary school English.

Mathematics M80 is a twenty-lesson course in basic arithmetic. It includes work with whole numbers, fractions, decimals and percentages and in problem solving. The approach is traditional and practical. After completing this course, students should be ready to continue with Mathematics M100 or Business Mathematics M250. These secondary school courses are described on pages 45 and 46.

Any person living in Ontario, sixteen years of age or over, who is not attending a regular day school or private school, may be enrolled. Any person normally resident in Ontario but living temporarily outside Ontario may be enrolled. Enrolment is discontinued if absence from the province lasts longer than three years.

There is no fee for these courses. Lessons are supplied and corrected free of charge. Answer paper is provided to all students and stamped envelopes for mailing lessons are provided for students living in Canada. Textbooks are lent to students. Students must return the books in good condition when they either complete or discontinue the courses.

An applicant living temporarily outside Canada must give the name and address of a person in Ontario who will assume the responsibility of forwarding books and lessons to him. All material from this office is addressed to the liaison. Applicants should instruct the liaison to re-wrap it, print on it the student's foreign address and his own return address, prepare a Customs Declaration, and pay sufficient postage to carry the material to its foreign destination.

An applicant for enrolment should complete and return Application Form E.

Secondary School Courses

Application and Enrolment

SECONDARY SCHOOL COURSES

APPLICATION AND ENROLMENT

The Department of Education correspondence courses provide a way other than school attendance for Ontario residents to continue their education. Students enrol for many reasons—to earn admission to an institution of higher learning or course of training, to gain promotion where they are employed, to qualify for secondary school certificates, or to study for personal satisfaction and enjoyment. The program offers courses over a wide range of subjects, including courses in Arts, Business and Commerce, English, français, French, Geography, History, Latin and Classical Studies, Mathematics, Science, and Technical subjects.

Eligibility for Enrolment

To be eligible for enrolment an applicant must be a resident of Ontario in one of the following categories:

1. a person over sixteen years of age who has been out of school for three months or more (a student who leaves school in June after completing the final year of his program may be enrolled as soon as he receives his final marks; otherwise he is not eligible before September);

2. a person who would otherwise be attending school in Ontario and who is prevented from doing so by illness or distance;

3. a person temporarily absent from Ontario (absent for a period not longer than three years).

Services Provided

Courses are free. All lessons are supplied and corrected without charge. Answer paper is provided to all students. Stamped envelopes for mailing lessons are supplied to students living in Canada. Textbooks are lent for all courses except those at the Grade 13 level. (Books must be returned in good condition when the courses for which they are lent are completed or discontinued.)

Art kits, science experiment kits, drafting kits, shorthand recordings, French recordings, supplementary reading books, and historical pamphlets and documentaries are some of the additional material which is lent. The Correspondence Courses Branch in co-operation with the Ontario Educational Communications Authority is examining the use of T.V. in correspondence courses and is planning experimental programs.

Starting Date and Completion Date

An eligible student may begin a secondary school course at any time of the year. He may follow his own time-table for completing his assignments. He may achieve standing in a subject and earn a certificate at any time of the year. Applicants are advised that it is unrealistic to expect to achieve standing in a correspondence course in as short a period as two or three months.

Applying for Enrolment

An applicant for enrolment should complete Form C and return it to the Correspondence Courses Branch, together with an official transcript of his school record.

On page 11 he will find information to help him in selecting courses and planning a program. Additional help is available, by letter, by telephone or by personal interview, from the Correspondence Courses registration staff and staff of Program Superintendents.

An applicant under sixteen years of age prevented from attending school because of illness must submit with his application a medical certificate stating the nature of the illness and the probable length of his absence from school. Applicants under sixteen years of age prevented from attending school because of distance from school must submit a recommendation for enrolment from the local Area Superintendent of Schools. No medical certificate or recommendation is required for applicants going abroad.

An applicant living outside Canada or shortly going abroad must give the name and address of a person in Ontario (a liaison) who will assume the responsibility of forwarding books, lessons and corrected assignments to the student. (The liaison of a Grade 13 student will have the additional responsibility of purchasing the required textbooks.) All material for the student is addressed to the liaison. The applicant should instruct the liaison to rewrap it, print the student's foreign address and his own return address, prepare a Customs Declaration, and put on sufficient postage to carry the material to its foreign destination by the quickest means. Members of the Canadian Armed Services enrolled while on duty outside Canada may request that their lessons and textbooks be sent to a Canadian Forces Post Office in Canada for forwarding abroad, rather than to an Ontario liaison. Postage sufficient only to carry the material by third-class mail from the Correspondence Courses Branch to the C.F.P.O. will be paid by the Branch.

If an applicant who is shortly going abroad can arrange to visit the Correspondence Courses Office before leaving the country, he can discuss his program and pick up lessons and textbooks to take with him.

Enrolment Process

When the student's application form has been received, it is examined by a member of the Correspondence Courses registration staff. If the student is eligible to receive lessons and the course he has requested is in keeping with his background and objective, he is enrolled. He must start at the beginning of the course. First lessons, textbooks (except for a Grade 13 course) and supplies are sent to him at the time of enrolment. Further lessons are supplied automatically as his assignments are submitted to the Branch for evaluation.

Requests for Further Courses

After the student has familiarized himself with correspondence methods of study and has completed a number of assignments, he may find that he can handle an additional course or courses. He may request this work by letter, by telephone or by using one of the student order forms supplied with lessons.

When a course chosen by a student proves to be too difficult for him or is not in keeping with his interests and objectives, the student should request guidance in selecting a more suitable course.

After a student completes any course, enrolment in further courses is not automatic. It is necessary for him to make a request.

Re-establishing Enrolment

Correspondence students occasionally find it necessary to discontinue their courses temporarily. They may suspend studies for a period in which they are unable to work on lesson assignments, and resume studies, as soon as they can, from the point at which they discontinued.

If the interruption is likely to be a matter of only a few weeks, they need not inform the Correspondence Courses Branch or return supplies and textbooks which have been lent to them. To re-establish their enrolment when they are free to continue their studies, they should resume the sending of lesson assignments.

Any student who foresees that an interruption in his studies will be for a period longer than two months must return textbooks and supplies lent to him so that they may be made available to some other student. When he is ready to resume his studies, he should telephone or write to the Correspondence Courses Branch.

Selecting Courses and Planning a Program

Enrolment and promotion is by individual subject, not by grade. A student may be enrolled in a course in a subject for which he has completed the prerequisite, regardless of his standing in other subjects.

A student planning to study mainly for his own pleasure and satisfaction will select courses from the subject area or areas of special interest to him. He may study courses in a single subject or in a number of subjects, as he chooses. He may proceed from one level to the next in a subject whether or not he completes work in other subjects. For each individual course he completes he will receive a certificate. On pages 23–53 of this booklet he will find lists and descriptions of the courses offered in different subjects, and guidance in the selection of courses and levels of enrolment appropriate to his interests and background. If he plans to earn a statement of standing or a Secondary School Diploma, the number and level of courses to be completed will be determined by the requirements for the statement or Diploma he wishes to earn. Requirements for Grade 10 standing are shown on page 16; requirements for Grade 11 standing on page 17; requirements for Grade 12 standing on page 18; requirements for the Secondary School Graduation Diploma on page 19; and requirements for the Secondary School Honour Graduation Diploma on page 20.

A student whose objective is to qualify for admission to a post-secondary-school educational institution, professional training program or occupational group should plan his program of courses as follows:

1. He should consult officials of the institution, training program or occupational group to find out what grade or Diploma he will require and whether particular subjects are obligatory.

2. He should study the page in this booklet on which are listed the requirements for the grade standing or Diploma standing he has been advised he must obtain, and decide in which subjects he wishes to take courses to complete the requirements.

3. When he knows what subjects his program will include and the highest level of standing he must achieve in these subjects, he can plan the rest of his studies. Below the level which is his ultimate objective he should plan to enrol only in the courses which lead directly to the objective and omit courses which do not lead to the objective. In any subject

included in his program he should enrol at the highest level possible in his case; if he does not know the appropriate initial level of enrolment in a subject in his case, he can obtain the information by consulting the Courses Offered section of this booklet.

The registration staff and the staff of Program Superintendents are available to assist students, by letter, by telephone or by personal interview, in planning correspondence course programs.

As an aid for investigating requirements for certain objectives, six sources are given below:

1. Requirements for admission to university should be ascertained from the university the student hopes to attend. These requirements vary from one university to another and even from one course to another in the same university. Mature applicants are often admitted with a number of secondary school credits fewer than the number required of younger applicants.

2. Requirements for admission in September, 1972, to a program leading to elementary school teacher certification in Ontario at a Teachers' College or in a Faculty of Education are contained in Department of Education Memorandum 1970-1971:45. A copy of this memorandum may be obtained from the Publications Distribution Office, Department of Eduation, Mowat Block, Queen's Park, Toronto 182.

3. Minimum standing for applicants for admission to Schools of Nursing in courses leading to the R.N. Diploma is the Secondary School Graduation Diploma. (Included in the secondary school work completed must be two third or fourth-level courses in different Science subjects.) Any School of Nursing may require applicants for admission to have standing beyond the minimum standing. The School of Nursing should be consulted.

4. Particulars about admission to the Registered Nursing Assistants' course may be obtained from the College of Nurses of Ontario, 600 Eglinton Avenue East, Toronto.

5. For information regarding admission to Colleges of Applied Arts and Technology students should write to the College in their area or to the Applied Arts and Technology Branch, Department of Education, Mowat Block, Queen's Park, Toronto 182.

6. Persons interested in learning the requirements for beginning an apprenticeship program should communicate with the Industrial Training Branch, Department of Labour, 74 Victoria Street, Toronto.

Secondary School Courses

Course Completion and Certification

SECONDARY SCHOOL COURSES

COURSE COMPLETION AND CERTIFICATION

Submission, Evaluation and Return of Student's Work

The student should mail each lesson as soon as he completes it. After submitting a lesson, he should proceed with the next lesson; he should not wait for the return of any lesson before going on with the next.

Lessons submitted to the Branch are forwarded for evaluation to classroom teachers across the province. After they have been examined and graded, they are returned to the Correspondence Courses Office, and subsequently posted to the student, together with the new lessons he requires.

The classroom teachers who read and evaluate the lessons, and the Program Superintendents, are ready to provide assistance and guidance if students encounter difficulties with assignments.

Requirements for Course Standing

Standing in any first or second-level course—any course with a code number beginning with either one or two—is gained through successful completion of all lesson assignments of the course. There are no tests in courses at these levels.

For standing in any third, fourth or fifth-level course—any course with a code number beginning with three, four or five—a student must, in addition to completing successfully all of the lesson assignments, pass a final supervised test. The final mark in any course at these levels is based on both the mark the student achieves on the supervised test and the marks he has earned for his lesson assignments. The test may be written at any time of the year, provided that a student has completed satisfactorily all lessons of the course. Tests are administered to students of the Correspondence Courses only.

A certificate of standing is issued for each course completed. This certificate has the same validity as a certificate issued by any secondary school in the province and it may be applied towards the statement of grade standing or secondary school diploma for which a student is seeking to qualify.

Tests

When a student's last lessons in a third, fourth or fifth-level course have been received and graded, the final test is sent out automatically to a supervisor, who is a Correspondence Courses teacher living in the student's locality. The student is notified of the mailing, is given the name, address and telephone number of the supervisor, and is asked to communicate with him to arrange a mutually convenient time and place for writing the test.

A student may request permission to write tests at the Correspondence Courses Office, 1152 Bay Street, Toronto.

A student living outside Ontario is asked to nominate a supervisor and submit his name for approval.

Requirements for Grade 10 Standing for Mature Students

A mature student whose objective requires Grade 10 standing may achieve this standing by completing at least six courses chosen from the list below (six different subjects).

If background work is necessary for a course, this prerequisite has been indicated.

Courses, other than Physical Education, completed at school may be applied as credits.

English E211
Français f251 (prerequisite: Français f151 or equivalent)
Geography G201
History H200
History H201
Mathematics M201 (prerequisite: Mathematics M101 or equivalent)
Mathematics M200 (prerequisite: Mathematics M100 or equivalent)
Business Mathematics M250 (prerequisite: Grade 8 Mathematics or equivalent)
Science SC201
Science SC203
Latin L201
French F201 (prerequisite: French F101 or equivalent)
Typewriting II TY200 (prerequisite: Typewriting I TY100 or equivalent)
Drafting D200x (prerequisite: Drafting D100x or equivalent)
Art A200
any third or fourth-level course

Requirements for Grade 11 Standing for Mature Students

A mature student whose objective requires Grade 11 standing may achieve this standing by earning at least six credits in courses (in six different subjects) chosen from the list below. Each course has the value of one credit except for the courses whose code numbers end in x, which have the value of one-half credit each.

If background work is necessary for a course, this prerequisite has been indicated.

Courses, other than Physical Education, completed at school may be applied as credits.

English E311
English E302x
English E304x
English E306x
Français f351 (prerequisite: Français f251 or equivalent)
World Politics WP300
History H301
Geography G300
Geography G301
Mathematics M301 (prerequisite: Mathematics M201 or equivalent)
Mathematics M300 (prerequisite: Mathematics M200 or equivalent)
Business Mathematics M350 (prerequisite: Business Mathematics M250 or equivalent)
Physics P300
Physics P301
Geology GL300
French F301 (prerequisite: French F201 or equivalent)
Latin L301 (prerequisite: Latin L201 or equivalent)
Classical Studies L312x
Office Procedures I OP300 (prerequisite: Typewriting II TY200 or equivalent)
Shorthand I SH300
Bookkeeping I BK301
Marketing I MK300
Business Organization and Management BO300
Drafting D300x
Drafting D302x (prerequisite: Drafting D200x or equivalent, or Drafting D300x or equivalent)
Drafting D304x (prerequisite: Drafting D200x or equivalent, or Drafting D300x or equivalent)
Art A301
Art A302x (prerequisite: a previous course in art)
Art A303x (prerequisite: a previous course in art)
Theatre Arts TA300
any fourth-level course

Requirements for Grade 12 Standing for Mature Students

A mature student whose objective requires Grade 12 standing but does not require the Secondary School Graduation Diploma may achieve this standing by earning at least six credits in courses (in six different subjects) chosen from the list below. Each course has the value of one credit except for the courses whose code numbers end in x, which have the value of one-half credit each.

If background work is necessary for a course, this prerequisite has been indicated.

Courses, other than Physical Education, completed at school may be applied as credits.

English E411 (prerequisite: English E311 or equivalent)
English E402x
English E404x
English E406x
Français f451 (prerequisite: Français f351 or equivalent)
Economics EN400
History H401
Geography G400
Geography G401
Mathematics M401 (prerequisite: Mathematics M301 or equivalent)
Mathematics M400 (prerequisite: Mathematics M300 or equivalent)
Business Mathematics M450 (prerequisite: Business Mathematics M350 or equivalent)
Chemistry C400
Chemistry C401
Biology BY400
French F401 (prerequisite: French F301 or equivalent)
Latin L401 (prerequisite: Latin L301 or equivalent)
Office Procedures II OP400 (prerequisite: Office Procedures I OP300 or equivalent)
Shorthand II SH400 (prerequisite: Shorthand I SH300 or equivalent)
Bookkeeping II BK401 (prerequisite: Bookkeeping I BK301 or equivalent)
Law LW400
Art A400x (prerequisite: a previous course in Art)
Art A401x (prerequisite: a previous course in Art)

Requirements for 1972 Secondary School Graduation Diploma

To qualify for a Secondary School Graduation Diploma through Correspondence Courses during the school year 1971-1972 a student must have at least twelve credits in courses from the list below, or equivalent courses completed at school. (Eleven credits are sufficient if the student has, in addition, credits in third and fourth-year Physical Education from school.)

Each course has the value of one credit except for the courses whose code numbers end in x, which have the value of one-half credit each.

A student makes his own selection of courses, basing it on his needs, interests and abilities. The selection should be broad, to give him some acquaintance with as many different areas of knowledge as possible.

If a student does not know at what level he should start in a subject he has chosen, he should consult the Courses Offered section of this booklet.

English E311
English E411
English E302x
English E304x
English E306x
English E402x
English E404x
English E406x
World Politics WP300
History H301
Economics EN400
History H401
Geography G300
Geography G301
Geography G400
Geography G401
Mathematics M301
Mathematics M401
Mathematics M300
Mathematics M400
Business Mathematics M350
Business Mathematics M450
Physics P300 or Physics P301
Chemistry C400 or Chemistry C401
Biology BY400
Geology GL300
French F301 or Français f351
French F401 or Français f451
Latin L301
Latin L401
Classical Studies L312x
Office Procedures I OP300
Office Procedures II OP400
Shorthand I SH300
Shorthand II SH400
Bookkeeping I BK301
Bookkeeping II BK401
Marketing I MK300
Business Organization and Management BO300
Law LW400
Drafting D300x
Drafting D302x
Drafting D304x
Art A301
Art A302x
Art A303x
Art A400x
Art A401x
Theatre Arts TA300
other courses approved by the Department of Education

Requirements for 1972 Secondary School Honour Graduation Diploma

Six Grade 13 credits in subjects chosen from the following list are required.

A student should base his selection of subjects on the requirements for his post-secondary-school objective. He should consult the Courses Offered section of this booklet if he does not know at what level he may start in a subject.

English E501
History H501
Geography G503
Mathematics A M501
Mathematics B M503
Mathematics of Investment M511
Biology BY501
Physics P501
Chemistry C501
Latin L501
French F501 or Français f551
Accountancy Practice AC503
Art A501
other courses approved by the Department of Education

Note i) The 1971-1972 Grade 13 courses offered through correspondence contain work which entitles the student to credits on completion as follows:

English E501: two credits
Français f551: two credits
Latin L501: two credits
French F501: two credits
Mathematics A M501: two credits } If both Mathematics courses are completed, a total
Mathematics B M503: two credits } of only three other credits is granted.
all other 1971-1972 Grade 13 correspondence subjects: one credit each.

Note ii) A student who holds Grade 13 credits obtained prior to 1971-72 will qualify for the 1972 Secondary School Honour Graduation Diploma if he acquires at least one Grade 13 credit during 1971-72 and has a combined total of credits equivalent to at least six 1971-72 credits.

Secondary School Courses

Courses Offered

SECONDARY SCHOOL COURSES

COURSES OFFERED

On the following pages the secondary school courses are listed and described. All courses in a subject area are shown together, and the subject areas are in this order:

Arts
Business and Commerce
English
Français
French
Geography
History
Latin and Classical Studies
Mathematics
Science
Technical

Each course in each subject is identified by its own code number. The first numeral — 1, 2, 3, 4 or 5 of the code number of a course represents the level of difficulty of a course — first level, second level, third level, fourth level or fifth level. The five levels correspond to the five years of secondary school, so that a course with a code number beginning with 1 is a course of the difficulty of a secondary school first-year (or Grade 9) course, a course with a code number beginning with 2 is a course of the difficulty of a second-year (or Grade 10) course, a course with a code number beginning with 3 is a course of the difficulty of a third-year (or Grade 11) course, a course with a code number beginning with 4 is a course of the difficulty of a fourth-year (or Grade 12) course, and a course with a code number beginning with 5 is a Grade 13 course.

Information is provided to assist the student in selecting a suitable level of enrolment in a subject.

With few exceptions, courses have twenty lessons. The few exceptions have ten lessons and are identified by an x at the end of their code numbers.

ARTS COURSES

The following courses will be available September 1, 1971:

Art A200 Beginning in Art
Art A301 Through Artists' Eyes
Art A302x Prints Without a Press

The following courses will become available January 1, 1972:

Theatre Arts TA300 The Performing Art
Art A303x Art to 1500
Art A400x Art for Commerce and Industry
Art A401x Composing Your Art

The following Grade 13 course will become available later in 1972:

Art A501 The Artist's Study

A student with little or no experience may enrol in Art A200 or Art A301.

A student who has completed Art A200 or Art A301 or has one year's study of art at school or elsewhere may proceed to any of the third or fourth-level courses. He may select any number or combination of these courses.

A student should have completed at least two of the third or fourth-level correspondence courses in Arts, or have equivalent courses, before requesting Grade 13 Art A501.

Art A200 Beginning in Art

This practical course presents the visual and compositional elements which form the basics of art. Each of these is examined in brief by means of a written explanation followed by practical projects. This is a course for students with little or no previous practical experience in art. A basic art kit is supplied.

Art A301 Through Artists' Eyes

This is a basic course in art appreciation. Although some practical projects are included, its main purposes are to broaden the student's knowledge of the part art plays in our lives and increase his sensitivity to the world of art. Graphics, drawing and painting, history, photography, television, commercial and industrial art are just a few of the topics covered in a course that ranges from how to look at a painting to architectural technology. There is no text, but a jackdaw of illustrations is supplied.

Art A302x Prints Without a Press

A practical way to learn art is through printmaking because you are able to distribute the prints from your course work to your friends! This ten-lesson course introduces the student to certain basic printmaking techniques such as monoprints, cardboard cuts, and lino cuts which can be made with a minimum of equipment. A printmaking kit is supplied.

THEATRE ARTS TA300 THE PERFORMING ART (available January, 1972)

While it is not possible for correspondence courses students to become involved in Theatre Arts to the degree day-school students can, it is possible to learn the basic movements necessary to acting, a history of drama, characterization, mood and feeling, and such production concerns as stage designs, set designs, costumes, lighting and sound effects. These are some of the topics in this course. Its aim is to make the student more aware of himself, to make him a more sensitive viewer of drama and to encourage him to participate in dramatic productions.

ART A303x ART TO 1500 (available January, 1972)

From the earliest times man has made art objects. This ten-lesson course traces art development in Europe from ancient and mediaeval times up to the Renaissance.

ART A400x ART FOR COMMERCE AND INDUSTRY (available January, 1972)

This practical ten-lesson course approaches art from a technical point of view and introduces the student to the aims and methods of the commercial artist. It is not meant as training for the commercial artist but may tell the student whether he would like to take more intensive training in this subject. A kit is supplied with this course.

ART A401x COMPOSING YOUR ART (available January, 1972)

Op, Expressionist, Hard Edge, Surrealist, these are some of the kinds of art a student learns in this practical ten-lesson course delving into the question of composition and style in art. An art kit is supplied.

ART A501 THE ARTIST'S STUDY

This fifth-level course will become available during 1972.

BUSINESS AND COMMERCE COURSES

The following twenty-lesson courses are offered:

in Typewriting and Office Procedures:
- Typewriting I TY100
- Typewriting II TY200
- Office Procedures I OP300
- Office Procedures II OP400

in Shorthand:
- Shorthand I SH300
- Shorthand II SH400

in Bookkeeping:
- Bookkeeping I BK301
- Bookkeeping II BK401

Grade 13 Accountancy Practice AC503

Law LW400

Marketing I MK300

Business Organization and Management BO300

Business Practice BP100

In each of the three series of commercial courses—the Typewriting and Office Procedures series, the Shorthand series, and the Bookkeeping series—the lowest level course provides the student with the opportunity to learn basic skills in the subject. The course at each succeeding level provides further development in the skills. A student who has the basic skills may enrol at a higher level.

There is no prerequisite for the courses in Bookkeeping I BK301, Marketing I MK300, Business Organization and Management BO300, and Law LW400.

Typewriting I TY100

This is a beginner's course teaching the basic techniques for using the typewriter. (The student must supply his own typewriter.) The topics covered include the techniques of touch typing, the setup and placement of material, personal and business letters, and simple tabulation. The course provides a student with sufficient background in typewriting for personal use and a sound foundation for further development of the skill.

Typewriting II TY200

This course is designed to develop and expand the skills taught in Typewriting I TY100. (The student must supply his own typewriter.) It reviews the basic skills, and includes advanced tabulation, business letters, business forms, and duplicating methods. There is also considerable practice in simple composition at the typewriter, and in the use of punctuation. A student who completes this course should be able to fill the position of junior typist in a business office.

Office Procedures I OP300

This course covers basic office procedures and assists the student to improve his typing skill. Among the topics included are principles of filing, methods of processing data, transportation, postal facilities and statistical and legal forms. Students should have standing in Typewriting TY200 or its equivalent before attempting Office Procedures I.

Office Procedures II OP400

This course provides further development of typing skill and additional information on modern office procedures. It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, minutes and itineraries. Office Procedures I OP300 provides the background for this course.

Shorthand I SH300

This is an introductory course in Pitman Shorthand. The vocabulary is based on the 1,000 most common words, and covers the work in *The New Basic Course in Pitman Shorthand*, with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. The student must be able to obtain a record player capable of playing the 45 r.p.m. records which are supplied. Completion of the course provides a sound foundation for Shorthand II SH400. Applicants are advised that stenographic work requires a good background in English and typing.

Shorthand II SH400

This advanced course in shorthand is primarily a dictation and transcription course, designed to increase a student's speed in taking dictation, and in producing an accurate and attractive transcript at the typewriter. Students should have standing in Shorthand I SH300 and Typewriting II TY200 or the equivalent before taking this course. It covers the work in the Pitman Shorthand Dictation and Transcription text, with increased emphasis on phrasing and expanded vocabulary. Records for dictation purposes are supplied. The student must be able to obtain a record player capable of playing both 45 and $33^{1}/_{3}$ r.p.m. A student who completes this course should be qualified for a position as a junior stenographer in a business office.

Bookkeeping I BK301

This is an introductory course describing the principles and practices used in setting up records, recording daily transactions, preparing financial statements and adjusting and closing the books. A student who completes it should be able to set up and operate a system for a small retail store.

Bookkeeping II BK401

Before taking this course a student should have completed Bookkeeping BK301 or its equivalent. It is designed to expand the knowledge of double-entry bookkeeping as applied to drafts, bank reconciliation, adjustments, classification and analysis of financial statements, partnership, payroll records, voucher system and non-trading organizations. A student who completes it should be able to maintain a simple set of books for a small business or fill a junior bookkeeper's position.

Grade 13 Accountancy Practice AC503

This course teaches Canadian accounting practices. It begins with a study of some of the fundamental bookkeeping principles and develops into a detailed study of accounting procedures for a proprietorship, for a partnership, and for a limited company. Specialized procedures, such as the handling of manufacturing or departmental accounts, are studied. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course does not prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required. Although there is no stated prerequisite, a knowledge of bookkeeping would be useful to a student planning to enrol. Text is:
Canadian Accounting Practice - Second Edition (Leonard and Beard); published by McGraw-Hill; price $7.95.

Law LW400

This course is an introduction to Canadian law as it applies to ordinary business and private affairs. The student gains some knowledge of his legal rights and obligations, and learns to recognize situations in which he should obtain professional legal advice. The course does not prepare him to handle legal affairs. It begins with a brief consideration of the origins of law, classes of law, and the administration of law, and develops as a concentrated study of personal law, with emphasis on the laws of contracts, negotiable instruments, employment, and sales.

Marketing I MK300

This introductory course in marketing, which is written with the consumer's point of view in mind, gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at the different types of stores in operation, such as the department store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under such topics as: types of store ownership, selection of location, selection of store equipment, merchandise purchasing and pricing policies. The course concludes with a brief study of salesmanship. When the student has completed the course he should have a better understanding of retailing and be a more careful shopper.

Business Organization and Management BO300

This introductory course is a study of the world of business. It examines the way in which businesses are owned, organized and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations — how a business is organized in preparation for production, and the complexities of the actual production process. Departments that exist in a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

Business Practice BP100

The object of this course is to give the student some basic knowledge of modern business practices and papers so that he may carry out common business transactions. It is a very elementary course dealing with business procedures as they apply to a student's personal, social, and business life. It is not recommended for mature students.

ENGLISH COURSES

The following twenty-lesson courses are offered:

English E111
English E211
English E311
English E411
Grade 13 English E501

The following ten-lesson third and fourth-level courses are offered:

English E302x Readings in Archaeology
English E304x Readings in Ecology
English E306x Readings in Science Fiction
English E402x Readings in Wilderness
English E404x Readings in Flight
English E406x Perspectives of Prose

A mature student who has been active in the business world or has read widely should be capable of working successfully at the third level in English. Even if he has done no formal work in first or second-level English in secondary school, he may request enrolment in the course in English E311 or in any of the ten-lesson courses. A school-age student should request enrolment at the level following his last successful work in the subject.

Before proceeding to Grade 13 English E501 a student should have standing in English E411 (or in an equivalent course completed at school); or standing in English E311 (or an equivalent course completed at school) plus two of the ten-lesson correspondence courses in English.

English E111

Exciting stories in *Great Tales of Action and Adventure* and *The Cruel Sea*, a look into the future in *Fahrenheit 451* and a variety of stimulating plays and poetry are included in the literature section of this first-level course in English. Thought-provoking questions and creative writing assignments are designed to improve the student's ability to communicate in a clear and coherent way.

English E211

Appeal to a wide variety of interests has been a guiding principle in the choice of literature selections for this twenty-lesson, second-level course. One novel, *Pied Piper*, is set in the France of 1940 and the other, *The Chrysalids*, is a projection into the future—the possible outcome of a nuclear catastrophe. Short stories of suspense, mystery and humour, an interesting selection of poetry from past to present, and plays set in Ancient Greece, France and the United States have been included to stimulate the imagination. The language section of the course teaches the fundamentals of good writing in a simple, straightforward way.

English E311

This third-level course offers a varied and interesting fare. Mass media are explored, with special reference to the media of print, film and television. The contemporary

novel, *To Kill a Mockingbird*, is read and discussed. The play *Romeo and Juliet* is studied and linked with its recent stage and film adaptations. The comprehensive examples of effective correspondence presented and the experience gained in social and business letter-writing should prove invaluable to the student. Here is an opportunity to develop ability in creative writing.

English E411

This fourth-level course surveys basic literary forms and provides practice in creative writing. The examples of literature studied include short stories, essays, short novels of the early twentieth century, selections of poetry of various periods, and Shakespeare's *Macbeth*.

Grade 13 English E501

How do we evaluate a story, a poem or a play? The method used in this fifth-level English course is comparative study. Shakespeare's *Hamlet*, Hemingway's *A Farewell to Arms* and Giraudoux's *Madwoman of Chaillot* are part of this lively literary experience. The course offers opportunity for development of writing skill and self-judgment, and provides instruction in précis writing. To encourage enjoyment in reading, copies of contemporary novels are available for borrowing. Texts are:
An Anthology of Verse (Charlesworth and Lee); published by Oxford; price $2.75.
Techniques of Good Writing (Ford); published by Book Society of Canada; price $3.95.
Hamlet – Falcon Edition (Shakespeare); published by Longman Canada; price $1.65 plus $.10 postage.
A Farewell to Arms (Hemingway); published by School Book Fairs; price $3.10 plus $.10 postage.
Madwoman of Chaillot (Giraudoux); published by McGraw-Hill; price $1.60 plus $.10 postage.

English E302x Readings in Archaeology

This ten-lesson course consists of readings, in prose and poetry, on the theme of archaeology. It is recommended for mature students who have a particular interest in past civilizations and archaeological discoveries. Three main civilizations are examined: the Minoan Crete, the Mayan and the Viking. Writing skills are developed.

English E304x Readings in Ecology

The vital importance of man's need to live in harmony with his environment is the theme of this ten-lesson course of readings on overpopulation, pollution and the wastage of our natural resources. In the expression of his opinions the student gains skill in written English.

English E306x Readings in Science Fiction

This ten-lesson course presents a lively survey of science fiction from Jules Verne to Arthur C. Clarke, concentrating on such modern works as Clarke's *2001: A Space Odyssey* and Ray Bradbury's *Fahrenheit 451*. These works, which are a unique blend of thought-provoking themes and projections into the future, provide the basis for a study of literary forms and the exercise of good writing skills.

English E402x Readings in Wilderness

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save some of it? How? The answers to these vital questions which have been suggested by men and women of various times and places are presented in this ten-lesson course of prose and poetry readings. Students are encouraged in self-expression.

English E404x Readings in Flight

From Leonardo Da Vinci's *Flying Machine* (1452) to the Moon-walk, this ten-lesson course chronicles man's adventures in flight. First-person accounts by early fliers and illustrations of air-craft supplement the exciting novels in the course. The readings serve as a stimulus to the development of writing skills.

English E406x Perspectives of Prose

Have you ever been stirred by reading a dynamic article and wondered how its effect was achieved? This ten-lesson course examines perspectives of important people on various aspects of our contemporary world, what they say and how they say it, in radio talks, newspaper columns, essays, or literary studies. It also gives the student perspective as he considers the skills of the writer's art and learns to read with understanding and relish. It develops an awareness of creative give-and-take between writer and reader.

COURS DE FRANÇAIS

Les cours énumérés ci-dessous, comprenant vingt leçons chacun, sont offerts aux étudiants francophones aux cinq différents niveaux du cours secondaire. Le premier chiffre du code numérique indique le niveau auquel ce cours appartient.

Français f151
Français f251
Français f351
Français f451
Treizième année de français f551

Un candidat désirant s'inscrire à un de ces cours doit avoir complété avec succès le cours du niveau précédent.

Français f151

Ce cours s'adresse aux élèves qui ont complété le programme de la huitième année du cours élémentaire en langue française ou l'équivalent. Chacune des vingt leçons de ce cours se développe autour d'un thème, la composition et la grammaire s'y rapportant directement. La partie littérature permettra aux élèves de faire connaissance avec les grands auteurs des littératures française et canadienne-française. Le programme offre l'étude des ouvrages suivants: *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M. Perrichon* (Labiche). Ce cours donne aux élèves la préparation nécessaire au cours de français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la huitième année peuvent s'inscrire à ce cours s'ils le désirent.

Français f251

Ce cours s'adresse aux élèves qui ont complété le cours de français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le programme offre l'étude des ouvrages suivants: *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de français f351.

Français f351

Ce cours s'adresse aux élèves qui ont complété le cours de français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française le programme offre l'étude des ouvrages suivants: *L'Avare* de Molière, *Le Grand Meaulnes* de Fournier et *Zone* de Dubé. Ce cours donne aux élèves la préparation nécessaire au cours de français f451.

Français f451

Ce cours s'adresse aux élèves qui ont complété le cours de français f351 ou l'équivalent. Chacune des vingt leçons de ce cours comprend deux parties: A—Etude de textes, B—Etude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le programme offre l'étude des ouvrages suivants: *Le Cid* de Corneille, *Cyrano de Bergerac* de Rostand et *Vol de nuit* de Saint-Exupéry. Ce cours donne aux élèves la préparation nécessaire qui leur permettra de s'inscrire au cours de français f551.

Treizième année de français f551

Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes comprenant des pièces de théâtre (*Andromaque* de Racine, *Topaze* de Pagnol), des romans (*Les Saints vont en enfer* de Cesbron, *Rue Deschambault* de Gabrielle Roy), et des morceaux choisis de prose et de poésie. La partie étude de la langue offre l'étude de la syntaxe et quelques notions de phonétique. L'éléve acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel. Les manuels à l'étude sont les suivants:
Beaux textes des lettres françaises – Editions Leclerc (Marion); $2.90
Andromaque – Les petits classiques Bordas (Racine); $.75.
Topaze – Livre de poche # 294 (Pagnol); $.90
Les Saints vont en enfer – Livre de poche # 2301-02 (Cesbron); $1.40.
Rue Deschambault – édition ordinaire (Gabrielle Roy); $2.75
Le Plan – Livre de l'élève (L. Geslin et J. M. Laurence); $2.95.
Initiation à la phonétique (R. Bergeron); $1.80.
Précis de grammaire française (Grévisse); $2.75.

Vous trouverez, sans doute, les manuels ci-dessus mentionnés dans une librairie de votre localité. Cependant, au cas où vous auriez de la difficulté à vous les procurer, ils peuvent s'obtenir à l'adresse suivante: Le coin du livre, 263 rue Dalhousie, Ottawa 2, Ontario. Ayez soin de vous procurer les éditions indiquées ci-dessus afin de pouvoir vous reporter aux références mentionnées dans le cours.

FRENCH COURSES

The following twenty-lesson courses for English-speaking students are offered:

French F101
French F201
French F301
French F401
Grade 13 French F501

A student should request enrolment at the level following his last successful work in the subject.

French F101

This course is for those without previous knowledge of French. A student will select it if he wishes to establish the basis for further study of French. The textbook used is *Premières Années de Français*. Records for aural-oral help are supplied.

French F201

This course continues the study begun in French F101 and completes the textbook *Premières Années de Français*. Simple authors texts are included in the course. Practice in oral work is continued.

French F301

A student will select this course if he has French F201 or its equivalent and wishes to continue the study of French. In the textbook *Cours Moyen Part I* Lessons 1 to 12 are covered. An authors text is assigned for intensive reading and two easy texts for reading for comprehension. Practice in conversational exercises is directed by records lent to the student.

French F401

The background for this course is French F301 or its equivalent. Lessons 13 to 26, *Cours Moyen Part I*, are covered. One text is assigned for intensive reading and one for extensive reading for comprehension. Additional reading is recommended. Aural-oral practice is required through the use of a series of records supplied with the lessons.

Grade 13 French F501

This advanced course in French combines authors and composition. The background required is French F401 or its equivalent. The course prepares the student for university studies in French, giving an introduction to critical appreciation of French literature: the short story, the play, the novel. Composition covers study and drill in grammar, objective tests and creative writing. Sight reading is included in the course. Aural work in dictation and comprehension is required. Texts are:

Cours Moyen, Part I (Jeanneret, Hislop and Lake); published by Clarke, Irwin; price $3.60.
Cours Moyen, Part II (Jeanneret, Hislop and Lake); published by Clarke, Irwin; price $3.70.
Contes Choisis de Guy de Maupassant - C. I. Edition; published by Clarke, Irwin; price $1.80.
Le Bourgeois Gentilhomme (Molière); published by Copp Clark; price $1.95.
Rue Deschambault (Roy); University of Toronto Bookstore; price $2.75.
Exercises for Rue Deschambault (Roy); University of Toronto Bookstore; price $.75.

GEOGRAPHY COURSES

The following twenty-lesson courses are offered:

Geography G101
Geography G201
Geography G300 and Geography G301
Geography G400 and Geography G401
Grade 13 Geography G503

A mature student may request enrolment in any of the third or fourth-level courses—even if he has done no work in first or second-level Geography.

A school-age student should request enrolment at the level following his last successful work in the subject.

A student should have completed Geography G301 or an equivalent course before requesting Grade 13 Geography G503.

Geography G101

This course is focused on Australia and New Zealand, Antarctica, Africa, and the British Isles. Land forms, agriculture, vegetation, climate, manufacturing, and indigenous populations are all examined. The course provides an interesting survey of contrasting modes of living. The texts are *The Canadian Oxford School Atlas* and *Lands Overseas*.

Geography G201

Examined in this course are the two continents of Europe and Asia. The course combines these two continents into one large area, Eurasia, principally because the most important nation under study, the Union of the Soviet Socialist Republics, stretches across both continents. The populations and topographies of individual European and Asiatic countries are examined separately and in detail. The course seeks to foster a sympathetic understanding of problems which may often seem remote to Canadians. The texts are *Through Europe and Asia, The Canadian Oxford School Atlas* and *Geography for Canadians, Book Four*.

Geography G300

The influence of geographical factors on the economic relationship of Canada and the United States forms much of the material of the course. In addition, regional and local matters such as land-use methods, forestry procedures, and survival under extreme arctic conditions are examined. Other topics included in the course are: the Columbia River project, Western Hemisphere defence, and tourism. The texts are *The Canadian Oxford School Atlas* and *Lands of Change*.

Geography G301

This course separates the study of geography into two sections: Physical Geography and Human Geography. Map reading, the examination of aerial photographs, the nature of various terrains to be found on the earth, weather and climate are all parts of Physical Geography. This section of the course contains much information of a technical nature. Human Geography examines the way in which Man adjusts to the conditions of his environment and uses available resources. Problems of rural and urban development are examined in this section of the course. The texts are *The Canadian Oxford School Atlas, Geographic Fundamentals* and *Land, Climate and Man*.

Geography G400

The importance of the conservation of the world's natural resources is the prime concern of this course. Soils, forests, lakes and rivers, minerals, and wildlife are all examined as vital resources for the continuation of all life. The methods by which man may use wisely and renew the resources of his environment are closely examined. This is an excellent course for students interested in natural science and the conservation of resources throughout the world. The texts are *The Canadian Oxford School Atlas* and *Landscapes of the World*.

Geography G401

This fourth-level course requires knowledge of the fundamentals of both Physical and Human Geography. It examines such problems as political boundaries, over-population, and the relationship between a metropolis and its rural surroundings. Selected areas in the United States, Europe and Asia are examined. The texts are *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography*.

Grade 13 Geography G503

The Physical Geography studied in the third-level geography course G301 provides the background for Geography G503. The object of the Grade 13 course is to help the student recognize and understand problems of geography facing the Canadian nation. At this level, the study of geography involves economic and political factors, as well as questions arising from regional and linguistic diversity. Reference is made to several textbooks, and the student is expected to undertake independent research on topics under discussion. Texts are:

Canada: A Regional Analysis (Putnam and Putnam); published by J. M. Dent and Sons; price $7.50.

Readings in Canadian Geography (Irving); published by Holt, Rinehart and Winston; price $5.50.

Canada's Changing Geography (Gentilcore); published by Prentice Hall; price $3.50.

HISTORY COURSES

The following twenty-lesson courses are offered:

History H200 and History H201
World Politics WP300
History H301
Economics EN400
History H401
Grade 13 History H501

A mature student may request enrolment in any of the third or fourth-level courses—History H301, History H401, World Politics WP300, Economics EN400—even if he has done no work in first or second-level History.

A school-age student should request enrolment at the level following his last successful work in the subject.

For enrolment in Grade 13 History H501 a student should have standing in History H401 or Economics EN400 or an equivalent course completed at school.

History H200

Two centuries of Britain's history, from 1760 to the present, are narrated in this twenty-lesson course: the rise and fall of Britain's empire, the Industrial Revolution and its far-reaching effects, the struggle for political and social rights, the role of Britons in two world wars, the rise of the Commonwealth and Britain's technological development. Texts: *The British People 1760-1902* and *Britain in the Modern World: The Twentieth Century*.

History H201

A survey of many of the dramatic events and personalities in Canadian and American history from the turn of the century until recent times is made in this course. Included is the story of Canada's economic development in the early 1900's, Canada in World War I, the "Roaring Twenties", the Depression of the Thirties, Canada in World War II and post-war North America. Some aspects of the operation of Canadian government are examined. *Decisive Decades* and *Canadian Democracy at Work* are the texts.

World Politics WP300

This course discusses the organization of government; aspects of naziism, communism and democracy; the role of the individual in government; the "third world"; the origins and impact of war; the meaning and growth of nationalism and internationalism; and future prospects. Readings and illustrations are included in the lessons. The text is *Inside World Politics*.

History H301

Unit I examines the ancient history of Greece and Rome. Unit II introduces the student to some of the mainstreams of mediaeval history—feudalism, the influence of Roman Catholicism, the conduct of business, the Renaissance, the growth of Protestantism and the beginnings of the modern nation state. Pamphlets, documents and illustrations supplement the text, *The Enduring Past*.

Economics EN400

Should the Canadian economy be merged with that of the United States, or made more independent? What causes inflation and unemployment? Can the cycle of ups and downs in the economy be modified? Would Canada's economic position improve with a larger population? Does Canada need a more generous system of social security, or is the present system too generous? Through an examination of these and other important questions raised in this course the student gains knowledge of the principles of modern economics. The texts are: *Economics: A Search for Patterns* and *Contemporary Canada: Readings in Economics.*

History H401

This course considers the significance of the part played by individuals, ideas, events and institutions in the history of the world from the 17th century to the present day. Personalities such as Voltaire, Napoleon, Bismarck, Churchill and Mao Tse-Tung, ideas such as socialism, marxism, naziism and democracy, events such as the French and Russian Revolutions, wars, both "hot and cold", and institutions such as the United Nations form the core of the study. Asian issues and the problems of the "third world" are also discussed. Pamphlets and documentary readings supplement the text *Modern Perspectives*.

Grade 13 History H501

Many of the main issues of American and Canadian history from the organization of government in the late 18th century to the present day are examined in this course. Picture and reading inserts complement the text of the lessons. For enrolment in this course, a student should have standing in History H401 or Economics EN400, or an equivalent course obtained at school. Texts are:
The North American Nations (McInnis); published by J.M. Dent and Sons; price $3.95.
Canada and the United States (Cook and McNaught); published by Clarke, Irwin; price $4.60.
Two Democracies (Farr, Moir and Mealing); published by McGraw-Hill; price $4.50.

LATIN COURSES AND CLASSICAL STUDIES

The following courses are offered:

Latin L201
Latin L301
Latin L401
Grade 13 Latin L501

Classical Studies L312x

Each of the courses in Latin has twenty lessons. A student should request enrolment at the level following his last successful work in the subject.

No knowledge of Latin is necessary for enrolment in the ten-lesson, third-level course in Classical Studies.

Latin L201

No previous knowledge of Latin is required for enrolment in this course, which teaches the student to read simple passages in the original language and gives considerable practice in the recognition of word-roots. Word-study improves the student's facility with the English language. The course is based on *Latin for Canadian Schools - A New Approach*, and also on a resource text describing life in Ancient Rome. A recording to demonstrate pronunciation and the oral reading of sight passages is available.

Latin L301

This course offers an opportunity to become familiar with many Latin forms that give the root meanings of 60% of the words in the English language. With the background of L201, or its equivalent, the student is ready to read more challenging passages in the original language. Besides the textbook, *Latin for Canadian Schools - A New Approach*, there is a resource text, *S.P.Q.R.*, and a pocket-size reader. A recording to demonstrate pronunciation and the oral reading of sight passages is available.

Latin L401

For the language student who has standing in L301, or its equivalent, this course offers an adventure in classical studies. The emphasis is on reading Latin literature for comprehension and for an understanding of the daily life and social conditions of ancient Roman times. The resource booklet supplied with the course tells of Pompeii, Herculaneum and other areas in the Mediterranean world which are centres for archaeological research.

Grade 13 Latin L501

Development of the student's ability to read passages from Latin literature in the original is an important aim of this course. Standing in L401 or its equivalent is required. In L501 the student learns to comprehend the language at a more advanced level. The course includes practice in planning and writing essays on topics related to the classical heritage. Texts are:

Latin Composition for Grade 13 (Breslove); published by Gage Educational Publishing; price $3.65.

Latin Prose Selections for Grade 13 (Breslove et al); published by Thomas Nelson; price $3.25.

Latin Poetry Selections for Grade 13 (Breslove et al); published by Thomas Nelson; price $3.25.

Classical Studies L312x

Would you like to know more about archaeology? Are you curious about the origins of language? This ten-lesson course is in three parts: (1) archaeological exploration, (2) language origins, (3) an introduction to Latin by an easy reading method, and Latin in English usage. It is for students who are not specializing in languages as well as for those who may wish to take it in addition to the regular courses in Latin. Resource texts are provided and there is an opportunity for imaginative and creative work.

MATHEMATICS COURSES

I Three series of courses are available in this subject. The information on the following pages explains the differences in the series and helps the student decide which series is best suited to his needs and at what level he should begin in the series.

Series No. 1: Modern Approach Mathematics

Mathematics M111x*

Mathematics M101
Mathematics M201
Mathematics M301
Mathematics M401
Grade 13 Mathematics A M501
Grade 13 Mathematics B M503

* This is a ten-lesson course.
Each of the other courses has twenty lessons.

The courses in the Modern Approach Mathematics series are demanding, and theoretical rather than practical. Success in the course at any level is more likely if the course at the previous level or the equivalent work has been covered. Completion of the fourth-level course admits a student to Grade 13 Mathematics A M501, Grade 13 Mathematics B M503, or Grade 13 Mathematics of Investment M511.

A student wishing to study Modern Approach Mathematics after completing one or more years of secondary school Traditional Approach Mathematics should select Mathematics M111x. Subsequent courses elected will depend on the student's background in Mathematics.

A student who has studied Modern Approach Mathematics may request enrolment at the level following his last successful work in the subject.

Mathematics M111x

This short course of ten lessons and assignments is offered for persons whose background in mathematics is traditional and who wish to learn the terminology of Modern Approach Mathematics, either for personal interest or as the basis for further study in the subject. The topics dealt with include: basic sets and set notation, operations with integers, rationals, number properties, number lines, set builders, ordered pairs, Cartesian products, Venn diagrams.

Mathematics M101

This is the first course in the series of Modern Approach Mathematics courses leading to Grade 13 Mathematics A and Mathematics B. It covers these topics: basic algebra from a modern viewpoint, number sets, number properties, introduction to geometry.

Mathematics M201

Students selecting this course should have completed a first-level course in Modern Approach Mathematics. Topics dealt with in Mathematics M101 are re-examined and enlarged upon. Other topics studied: relations, systems of equations, and geometry.

Mathematics M301

Students selecting this course should have completed a second-level course in Modern Approach Mathematics. Topics dealt with in Mathematics M201 are re-examined and enlarged upon. Other topics include: real numbers, linear equations, trigonometry, analytic geometry, and ratio.

Mathematics M401

Students selecting this course should have covered a third-level course in Modern Approach Mathematics. Completion of the course prepares a student for Grade 13 Mathematics A and Mathematics B. Topics from Mathematics M301 are enlarged upon and the following topics introduced: relations, functions, quadratic equations.

Grade 13 Mathematics A M501

A student selecting this course should have completed Mathematics M401 or the equivalent. Earlier work on functions is enlarged upon, with emphasis on the unifying concept of mapping. Other topics are: the parabola; ellipse and hyperbola; circular functions; transformations; introduction to the differential calculus; derivatives, with their applications to motion problems; maximum and minimum. Text is:
Analysis 13 (Del Grande et al); published by Gage Educational Publishing; price $6.40.

Grade 13 Mathematics B M503

A student selecting this course should have completed Mathematics M401 or the equivalent. The topics covered are: set theory, principles of counting, permutations and combinations, mathematical induction, the binomial theorem, probability, vectors with geometrical and physical applications, vectors and the Cartesian co-ordinate system, matrices used to solve equations, complex numbers, polar co-ordinates. Text is:
Algebra 13 (Coleman et al); published by Gage Educational Publishing; price $6.40.

MATHEMATICS COURSES

Series No. 2: Traditional Approach Mathematics

Mathematics M100
Mathematics M200
Mathematics M300
Mathematics M400

The four twenty-lesson courses in the Traditional Approach Mathematics series emphasize technical and applied mathematics. They provide no instruction in Modern Approach Mathematics and do not prepare a student for Grade 13 Mathematics A M501 or Grade 13 Mathematics B M503.

A student who wishes to study Mathematics of this series should request enrolment at the level following his last successful work in Mathematics.

A student who has successfully completed the fourth-level course Mathematics M400 may apply for enrolment in Grade 13 Mathematics of Investment M511.

Mathematics M100

A review of basic arithmetic, with application to the world of science and industry; a detailed study of the measurement of distance, area and volume in both English and metric units; an introduction to algebra.

Mathematics M200

This course is of particular interest to tradesmen who wish to acquire some knowledge of technical mathematics. Basic algebra is reviewed, and work on formulas and word problems is included. Additional topics are: graphing, shop calculations, gear and pulley speeds, basic geometry, mensuration, introduction to trigonometry.

Mathematics M300

Students selecting this course should have a working knowledge of basic algebra. The algebra covered in M200 is reviewed and extended to include more difficult problems. Additional topics are: ratio and proportion; variation; logarithms; slide rule; area and volume of cylinders, cones, pyramids, prisms and spheres.

Mathematics M400

To be successful in this course, a student must have a knowledge of algebra. The following topics are presented: introduction to the number system; arithmetic of irrational numbers; quadratic equations and their application to problems; functions; relations with emphasis on graphing; basic trigonometry extended to include the solution of oblique triangles; elements of statics, including vectors, moments, composition and resolution of forces, centre of gravity and friction.

MATHEMATICS COURSES

Series No. 3: Business Mathematics

Business Mathematics M250
Business Mathematics M350
Business Mathematics M450

The three courses in the Business Mathematics series present Mathematics as we use it in our daily lives to transact business.

A student who wishes to study Mathematics of this series may request enrolment in Mathematics M250 or at the level following his last successful work in Mathematics.

Mathematics M250

This first course in the series of three Business Mathematics courses could be undertaken by any student who has completed elementary school arithmetic. It is designed to improve accuracy and speed in arithmetic and to develop the ability to solve certain types of practical problems. The topics covered include: fundamental operations in arithmetic, fractions, percentage problems, banking, invoicing, profit and loss calculation, business graphs, an introduction to algebra.

Mathematics M350

Students selecting this course should have completed a second-level course in secondary school mathematics. The topics dealt with are: a review of basic algebra with emphasis on business formulas, buying an automobile, instalment buying and selling, buying and selling real estate, insurance (life, fire and property), buying and selling on commission, preparation of payrolls, practical measurements.

Mathematics M450

Students selecting this course should have completed a third-level course in secondary school mathematics. The course is concerned with these topics: income tax procedure, compound interest, buying and selling of stocks and bonds, foreign exchange, excise taxes and customs duties, an introduction to computers, an introduction to statistics.

MATHEMATICS COURSES

II In addition to the Mathematics courses in the three series, the following Grade 13 course is offered:

Grade 13 Mathematics of Investment M511

This course will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing and consumer credit in general. A student selecting this course should have completed Mathematics M401 or Mathematics M400 or an equivalent course. Topics of the course include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money and calculation of interest rate. No textbook is required.

SCIENCE COURSES

The following twenty-lesson courses are offered:

in General Science:
- Science SC101
- Science SC201 and Science SC203

in Geology:
- Geology GL300

in Physics:
- Physics P300 and Physics P301
- Grade 13 Physics P501

in Chemistry:
- Chemistry C400 and Chemistry C401
- Grade 13 Chemistry C501

in Biology:
- Biology BY400
- Grade 13 Biology BY501

Although for study at the third or fourth levels some previous work in secondary school science would be beneficial, a mature student may request enrolment in any of the third or fourth-level courses—Geology GL300, Physics P300, Physics P301, Chemistry C400, Chemistry C401, Biology BY400—even if he has not done the previous work. A school-age student should request enrolment at the level following his last successful work in the subject.

A student may select either Physics P300 or Physics P301, but may not select both. He may select either Chemistry C400 or Chemistry C401, but may not select both.

Before proceeding to Grade 13 Physics a student should have completed Physics P301 or the equivalent course at school; before proceeding to Grade 13 Chemistry he should have completed Chemistry C401 or the equivalent course at school; before proceeding to Grade 13 Biology he should have standing in either Chemistry C401 or Biology BY400 or in the equivalent course at school.

For many of the Science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air-mail.)

Science SC101

The first ten lessons of this course introduce the student to the science of biology. He studies the way in which plant and animal cells are built and how they perform their functions; the structure and life history of some animals which lack backbones (invertebrates); the structure and life history of representative animals which have backbones (vertebrates); the structure and function of some important organ systems in man. The last ten lessons of the course introduce the student to the science of physics. He studies sound—how it originates, travels and is measured; pressure transmission in liquids and gases; how temperature is measured; some properties of solids, liquids and gases.

Science SC201

This second-level course continues the study of biology and physics begun in SC101. Topics included in the biology section are: a study of the structure and life history of some flowering plants; a study of the structure and life history of some non-flowering plants; an introduction to the study of heredity; an introduction to the study of the relationship of plants and animals to their environment. Topics included in the physics section are: force, work, energy and power, heat, light, electricity, chemical energy.

Science SC203

This second-level course which concentrates on physical science would be of interest to students who plan careers in manufacturing and industry. It provides experience in doing scientific experiments and training in making scientific observations and drawing conclusions. Topics studied in physics are: force, energy, power, heat and its transfer, lubrication, sound, electrostatics, current electricity. Topics studied in chemistry are: the composition of matter, mixtures, solutions, combustion and fire-fighting, corrosion.

Geology GL300

This introductory course emphasizes the practical aspects of geologic study—the analysis of topographic and geologic maps and air photographs; the examination of rock, crystal and fossil specimens; the testing of rock samples in the laboratory and in the field; and the practice of making geologic observations. The geological structure and history of Canada, its landscape features, and its rich and varied natural resources are examined and discussed.

Physics P300

The course will be useful for students whose objectives do not require standing in an intensive physics course or Grade 13 Physics. Topics studied are: making accurate measurements of all types; use of vernier calipers; simple machines; efficiency of machines; laws of motion as applied to automobiles and falling objects; speed indicators; heat; electricity, and industrial uses of electric currents; light and some of its applications in industry.

Physics P301

The course teaches the fundamental principles and modern developments of physics and prepares a student for Grade 13 Physics P501. Topics studied are: Mechanics—measurement, motion and force, work, energy and power; Vibrations and Wave Motions—wave phenomena, sound, light; Electricity—electrostatics, current electricity, electromagnetism; Modern Physics—electronics, atomic structure, nuclear physics, living in an atomic age.

Grade 13 Physics P501

The background for this course is Physics P301 or its equivalent. It is designed to present physics to students, not as the study of a mere body of facts, but as a continuing process by which men seek to understand the nature of the physical world. Topics studied are: Time, Space and Motion—fundamentals of measurement, functions, motion along a straight-line path, motion in space; Optics and Waves—how light behaves, the particle model of light, waves propagated in one dimension, waves propagated in two dimensions, interfer-

ence; Mechanics—law of inertia and Newton's law, motion in the earth's gravitational field, universal gravitation law and the solar system, momentum and the conservation of momentum, work and kinetic energy, potential energy; Electricity and Atomic Structure —electric forces and electric charges; energy and motion of charges in electric fields, electric field and electric potential, the electromagnetic spectrum, Rutherford's model of the atom, photons, matter waves, energy levels, energy levels of hydrogen. Texts are:
PSSC: Physics – 1965 Edition; published by D.C. Heath; price $8.20 plus $.90 postage and handling.
PSSC: Laboratory Guide – 1965 Edition; published by D.C. Heath; price $3.30 plus $.65 postage and handling.

Chemistry C400

This is a non-intensive course in chemistry. (A student who wishes to prepare for Grade 13 Chemistry should choose Chemistry C401.) Topics studied are: characteristics, states, properties and classification of matter; the structure of the atom; chemical combinations; chemical reactions; chemical equations; solutions; ionization; acids, bases and salts; food chemistry; air pollution; water resources and impurities.

Chemistry C401

The course provides an introduction to the experimental study of chemistry and the language of the subject; it prepares a student for Grade 13 Chemistry. Emphasis is placed on a study of the nature of elements and compounds and the reactions they undergo. The following topics are covered: theories of the structure of individual atoms and aggregates of atoms, elements and compounds, the formation of ions, and the periodic classification of elements.

Grade 13 Chemistry C501

The emphasis in this senior course is on understanding the principles of chemistry rather than on acquiring factual knowledge. Topics studied include: development of the atomic theory; principles of chemical reaction; the gas state; kinetic-molecular theory; solutions; periodic classification; atomic structure; historical development and orbital model; chemical bonding; energy in chemical reactions; rates of reactions; qualitative and quantitative aspects of equilibrium; aqueous acids and bases; oxidation and reduction; molecular structure; bonding in solids, liquids and gases; organic chemistry; transition elements; radioactivity. The prerequisite for this course is Chemistry C401 or its equivalent. Text is:
Chemistry: Experiments and Principles (O'Connor et al); published by D.C. Heath; price $8.20 plus $.90 postage and handling.

Biology BY400

The twenty lessons of this course provide the opportunity to study the following topics: possible origins of life; where life occurs; the wide variation in the kinds of living things; the structure and life cycles of viruses, bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fish, amphibians, reptiles and mammals. Information is presented which is related to the science of heredity, human genetics, ecology, pesticides and pollution, population explosions and some of the problems of space travel.

Grade 13 Biology BY501

To succeed in this advanced course of modern biology, a student needs standing in Chemistry C401, or Biology BY400 or an equivalent course. The following topics are studied in depth: the basic chemistry of cell activity; organic molecules and chemical syntheses; energy changes in living things involving ADP and ATP; the importance of DNA and RNA in the genetic code; the structure and function of many of the organs and organ systems in plants and animals, including man. Additional topics include: principles of classification; population control; Mendelian genetics; the reproduction and development of organisms; the evidence for evolution and the mechanics by which it is achieved. Text is:

Biological Science – Principles and Patterns of Life – Revised Edition (Galbraith and Wilson); published by Holt, Rinehart, Winston; price $7.20.

TECHNICAL COURSES

For 1971-1972 the Correspondence Courses Branch is offering for the first time a number of courses in technical subjects which will confer secondary school credits. Drafting has been chosen for presentation first since it is for this technical subject that the Branch receives the greatest number of requests. Some of the other areas in which it is hoped there will be course offerings as the technical program grows are: air conditioning and refrigeration, applied electricity, electronics, automotive mechanics, machine shop, woodworking, building construction, cabinet-making.

The courses which will become available during the 1971-1972 school year are listed below. All are ten-lesson courses. Courses in mechanical drafting, architectural drafting, electrical drafting, blueprint reading and strength of materials will be added.

Drafting D100x	Basic Drafting I (available April 1, 1972)
Drafting D200x	Basic Drafting II (available July 1, 1972)
Drafting D300x	Standard Drafting Practice (available October 1, 1971)
Drafting D302x	Introduction to Mechanical Drafting (available January 1, 1972)
Drafting D304x	Introduction to Architectural Drafting (available June 1, 1972)

A student without previous knowledge of drafting will begin study of the subject by completing the first-level course Drafting D100x, followed by the second-level course Drafting D200x. In these two courses he will learn basic techniques and prepare for the study of drafting specialties in third and fourth-level courses.

For mature students who have acquired some previous knowledge of drafting, either in industry or at school, the third-level course Drafting D300x will provide a review of basic techniques in preparation for further third-level courses and for fourth-level courses.

A kit of drafting instruments is lent with these courses.

Drafting D100x Basic Drafting I (available April 1, 1972)

This course for a student without previous knowledge of technical drawing deals with fundamental drafting procedures, the use of simple drafting equipment, and special drawing techniques. Some of the topics are: simple and multi-view drawings; theory of shape description, orthographic projection dimensioning, blueprint reading, isometric drawings, sections, pictorial views and freehand sketching.

Drafting D200x Basic Drafting II (available July 1, 1972)

This course is designed for persons who have covered Drafting D100x or an equivalent course and wish further study of fundamentals before undertaking more advanced courses. The student is introduced to the various drafting specialties which he may elect to study in third and fourth-level courses.

Drafting D300x Standard Drafting Practice (available October 1, 1971)

This course is offered for mature students who have knowledge of basic drafting techniques acquired either through industrial experience or at school, and who wish review before proceeding to courses specializing in mechanical drafting, architectural drafting or electrical drafting. It is recommended that an applicant have at least two years of second-

ary school Mathematics. Through a series of practical projects and problems presented in this course both the student's drafting skills and his problem-solving abilities are developed. Some of the topics covered are: drafting as a graphic language, orthographic projection, lettering and dimensioning, section drawings, conventional representation, auxiliary views, pictorial drawings and assembly drawings.

Drafting D302x Introduction to Mechanical Drafting (available January 1, 1972)

This course is for students who have completed Drafting D200x or an equivalent course at school, or Drafting D300x, and wish to study the principles and techniques employed in the drawing of machines and their component parts. Some of the topics covered are: detail and assembly drawings, surface finish, casting design, geometric construction, cams and linkages, pictorial drawings and the drawing of fabricated parts.

Drafting D304x Introduction to Architectural Drafting (available June 1, 1972)

This course is for students who have completed Drafting D200x or an equivalent course at school, or Drafting D300x, and wish to study the principles and techniques employed in architectural drafting and design. Some of the topics covered are: principles of design, plan selection, presentation drawings, layout and working drawings, elementary study of building materials and methods.

PUBLISHERS OF GRADE 13 TEXTBOOKS

Required texts for a Grade 13 course are listed following the description of the course, and publishers are named. Addresses of the publishers are given below. A student unable to purchase the texts from a local dealer should order them direct from the publisher. If he orders from the publisher, he should state that he is enrolled with the Correspondence Courses Branch and enclose a money order to cover the cost of the books and any other charges indicated.

Book Society of Canada, 4386 Sheppard Avenue East, Agincourt

Clarke, Irwin and Co. Ltd., 791 St. Clair Avenue West, Toronto

Copp Clark Co. Ltd., 517 Wellington Street West, Toronto

J.M. Dent and Sons Ltd., 100 Scarsdale Road, Don Mills

Gage Educational Publishing Ltd., 1500 Birchmount Road, Scarborough

D.C. Heath (Canada), 100 Adelaide Street West, Suite 1408, Toronto 1

Holt, Rinehart and Winston of Canada Ltd., 55 Horner Avenue, Toronto 18

Longman Canada Ltd., 55 Barber Greene Road, Don Mills

McGraw-Hill Co. of Canada Ltd., 330 Progress Avenue, Scarborough

Thomas Nelson & Son (Canada), 81 Curlew Drive, Don Mills

Oxford University Press, 70 Wynford Drive, Don Mills

Prentice Hall of Canada Ltd., 1870 Birchmount Road, Scarborough

School Book Fairs Ltd., 145 Front Street East, Toronto

University of Toronto Bookstore, 34 Bancroft Street, Toronto